



Food Sourcing Coordinator- Acquisition Position Description

Location: Irvine, CA
Reports To: Director of Sourcing
Status: Full-Time, Hourly, Non-Exempt; \$26.28 - \$27.83/hour (DOE)
Schedule: Monday – Friday; 8:00am - 4:30pm (possible evening and weekend hours)
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15 + Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

POSITION DESCRIPTION:

The **Food Sourcing Coordinator** plays a key coordination and administrative role within the Sourcing Department, supporting food procurement, donation logistics, and food donor engagement activities. This position ensures that sourcing operations are accurately documented, well-coordinated across departments, and executed efficiently to support consistent inbound food flow. The role works closely with Sourcing Specialists, the Purchasing Specialist, Transportation, Operations, and external partners to maintain system accuracy, coordinate pickups and deliveries, and gain broad exposure to food sourcing and supply chain operations across all departments.

The Sourcing team is collaborative, dynamic, and mission-driven. We work closely across departments and hold ourselves accountable because the mission matters. We're looking for someone who takes initiative, communicates well, and brings reliability and professionalism to everything they do.

ESSENTIAL JOB FUNCTIONS:

- Assist with creating and processing purchase orders (POs) and donation orders (DOs) for the Sourcing Department.
- Prepare preliminary documentation packets for review by Sourcing and Purchasing Specialists and/or the Director of Sourcing and appropriate signature authorizations.
- Ensure all inbound product, excluding grocery rescue, is accurately entered and maintained in Acuity.
- Ensure all pickups and deliveries are scheduled and reflected accurately on the dispatch and transportation calendars.
- Coordinate scheduling and rescheduling of loads, including internal communication regarding delays, cancellations, or changes.
- Support Choice load coordination, including tagging Choice pallets, creating load orders, generating BOLs and seals, and communicating load details with Operations.
- Communicate with external partners, including Feeding America and other stakeholders, regarding load delays, issues, or updates as needed.
- Maintain accurate and up-to-date records in Ceres, Acuity, Virtuous, and other relevant systems.
- Ensure food donor/vendor, load, and product information is entered consistently and correctly into the appropriate systems.
- Create labels and documentation for special projects or programs as needed.
- Research and identify Orange County-based food donor prospects in support of the department's food donation pipeline.
- Assist in maintaining food donor interactions and activity records in Virtuous.



- Assist in preparing food donor packets and documentation for internal review and approval.
- Work closely with Sourcing Specialists, Purchasing Specialists, Transportation, and Operations on food donations and purchased pickups and deliveries.
- Support internal communication related to sourcing logistics and operational changes.
- Assist in the preparation of documentation packets for internal sign-off once invoices have been received.
- Support minor administrative and operational projects as assigned, such as mailings, outreach materials, or special sourcing initiatives/events.
- Work and communicate effectively cross-departmentally and with various stakeholders.
- Other duties as assigned in support of organizational goals.

ADDITIONAL RESPONSIBILITIES

- Support minor administrative and operational projects as assigned, such as mailings, outreach materials, or special sourcing initiatives/events.
- Work and communicate effectively cross-departmentally and with various stakeholders.
- Other duties as assigned in support of organizational goals.

REQUIREMENTS:

- Bachelor's degree or equivalent job experience
- 1+ year of administrative, logistics, or operations coordination experience; nonprofit, food systems, or food industry background is a plus
- Must be proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint
- Comfortable learning and navigating multiple data systems with excellent data entry skills; experience with inventory management, CRM, or complex databases and using data to inform program decisions is a plus
- Excellent verbal and written communication skills; a reliable communicator and actively engaged member of the team
- Strong relationship management skills to develop professional relationships with coworkers, current and potential partners, and external stakeholders
- Excellent customer service skills
- Proactive, detail-oriented self-starter with the ability, confidence, and good judgment to move projects forward with minimal supervision and seek solutions that meet program, partner, and team goals
- Proven experience using logical reasoning to identify areas for improvement, solve problems, and make changes that lead to improved results
- Strong time management and organizational skills; proficient in handling multiple tasks and timelines
- Flexible and adaptable to change, including frequent shifts in routine and pace due to unpredictable demands, without loss of efficiency or composure
- Must have transportation to drive throughout Orange County

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Ability to lift 25 pounds to carry equipment and supplies as needed
- Possible driving throughout Orange County
- Extended periods of sitting to meet with coworkers and stores and while working on a phone and computer
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer.